

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 19 September 1961

FROM : Chief, Clerical Training

SUBJECT: Weekly Activities Report, No.33,  
13 - 19 September 1961

1. Number in Clerical Orientation Training: During the week of 11 - 15 September 1961, there were 39 trainees in Clerical Orientation Training.

2. Number in Clerical Induction Training: During the week of 11 - 15 September, there were 72 trainees in Clerical Induction Training; of these 18 entered classes for the first time.

3. Result of Official Agency Testing Administered in Clerical Induction:

(a) The results of the tests administered to the entrance-on-duty employees for the week of 11 - 15 September were as follows:

|             | <u>Tested</u> | <u>Passed</u> |
|-------------|---------------|---------------|
| Typewriting | 40            | 15            |
| Shorthand   | 29            | 2             |

(b) The results of the tests administered to clerical applicants for the week of 11 - 15 September were as follows:

|             | <u>Tested</u> | <u>Passed</u> |
|-------------|---------------|---------------|
| Typewriting | 14            | 2             |
| Shorthand   | 3             | 0             |

4. Training Assistant Attends Orientation: [REDACTED] a Training Assistant in Clerical Training, attended an all-day OTR Orientation designed for Training Assistants. She was most enthusiastic about the program and enjoyed meeting OTR personnel.

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Weekly Activities Report, No. 33, 13 - 19 September 1961.

5. Comparison of EOD Test Results for June - September, 1960-1961: In response to a special request, the following statistics are included in this report:

|      | 1960<br>June - September               |       | 1961<br>June - September               |       |
|------|--|-------|--|-------|
| 25X9 | EOD clericals tested<br>in typewriting |       | EOD clericals tested<br>in typewriting | 25X9  |
|      | Qualifying in<br>typewriting           | (39%) | Qualifying in<br>typewriting           | (28%) |
|      | *****                                  |       | *****                                  |       |
|      | EOD clericals tested<br>in shorthand   |       | EOD clericals tested<br>in shorthand   |       |
|      | Qualifying in<br>shorthand             | (17%) | Qualifying in<br>shorthand             | (9%)  |
|      | *****                                  |       | *****                                  |       |
|      | Downgrading and/or<br>title changes    |       | Downgrading and/or<br>title changes    | *     |

\*These employees received at least three weeks of training in Clerical Induction in an effort to enable them to meet the Agency qualifications in typewriting and/or shorthand.

This report is not a complaint. We feel confident that the recruiters usually select the best clerical employees available. However, we believe that the incoming clericals who cannot meet qualifications will expect an opportunity to perfect their skills and regain their grades.

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